

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES

BOARD-OWNED VEHICLES

I. PURPOSE

- A. TO ESTABLISH PROCEDURES FOR THE ASSIGNMENT AND USE OF BOARD OF EDUCATION (BOARD)-OWNED VEHICLES.
- B. AS USED IN THIS RULE, A BOARD-OWNED VEHICLE IS A VEHICLE ASSIGNED TO A DESIGNATED EMPLOYEE WHOSE BCPS ASSIGNMENTS OR JOB FUNCTIONS REQUIRE THE USE OF A BOARD-OWNED VEHICLE.

II. PROCEDURES

A. RESPONSIBILITIES

- 1. THE SUPERINTENDENT, OR DESIGNEE, IS RESPONSIBLE FOR:
 - a. AUTHORIZING THE ASSIGNMENT OF BOARD-OWNED VEHICLES TO EMPLOYEES BASED ON JOB REQUIREMENTS OR FUNCTIONS.
- 2. THE DIRECTOR, OFFICE OF TRANSPORTATION
 - a. OVERSEES THE ASSIGNMENT AND USE OF BOARD OWNED VEHICLES;
 - b. MONITORS ALL BOARD OWNED VEHICLES AND RECOMMENDS THE REPLACEMENT OF THESE VEHICLES FOLLOWING THE GUIDELINES ESTABLISHED BY BALTIMORE COUNTY GOVERNMENT;
- 3. EXECUTIVE DIRECTORS/OFFICE HEADS WHO HAVE PERMANENTLY ASSIGNED BOARD-OWNED VEHICLES FOR THEIR DEPARTMENT OR OFFICE MUST HAVE INTERNAL PROCEDURES FOR CONTROLLING THE USE OF BOARD-OWNED VEHICLES THAT INCLUDE:
 - a. SAFEGUARDING CARS AND KEYS;
 - b. MAINTAINING A LOG OF VEHICLE USE;
 - c. REQUIRING APPROVAL OF THE APPROPRIATE ADMINISTRATOR BEFORE THE VEHICLE IS USED BY EMPLOYEES OTHER THAN THOSE WHO ARE REGULARLY AUTHORIZED;
 - d. PROHIBITING PERSONAL USE;

- e. NOTIFYING THE OFFICE OF TRANSPORTATION WHEN THE BOARD-OWNED VEHICLE IS NO LONGER REQUIRED.
- 4. EACH EMPLOYEE ASSIGNED A VEHICLE UNDER THIS RULE WILL:
 - a. PROVIDE TO THE DIRECTOR OF TRANSPORTATION HIS/HER COMPLETE NAME, HOME ADDRESS, AND VALID DRIVER'S LICENSE NUMBER IN ORDER TO BE ADDED TO THE MOTOR VEHICLE ADMINISTRATION'S FLAG PROGRAM.
 - b. REPORT ALL IN AND OUT OF STATE MOTOR VEHICLE CHARGES AND CONVICTIONS TO THEIR IMMEDIATE SUPERVISOR.
 - c. REPORT ANY ALCOHOL OR CONTROLLED SUBSTANCE-RELATED CHARGES TO HIS/HER IMMEDIATE SUPERVISOR PRIOR TO THE START OF THE NEXT WORK DAY FOLLOWING THE CHARGES.

B. GUIDELINES FOR USE

- 1. THE TRANSPORTATION OF NON-BUSINESS RELATED PASSENGERS IS PROHIBITED WITHOUT PRIOR APPROVAL FROM THE EMPLOYEE'S IMMEDIATE SUPERVISOR.
- 2. THE EMPLOYEE TO WHOM THE BOARD-OWNED VEHICLE IS ASSIGNED SHALL KEEP THE VEHICLE IN REASONABLE CLEAN CONDITION.
- 3. THE EMPLOYEE TO WHOM THE BOARD-OWNED VEHICLE IS ASSIGNED MUST REPORT ANY DAMAGE TO THE VEHICLE TO THE OFFICE OF TRANSPORTATION. THE OFFICE OF TRANSPORTATION WILL REPORT TO THE EMPLOYEE'S SUPERVISOR WHEN THESE INCIDENTS OCCUR. THE EMPLOYEE'S SUPERVISOR HAS THE AUTHORITY TO TAKE DISCIPLINARY ACTION UP TO AND INCLUDING LOSS OF THE USE OF THE VEHICLE FOR EXCESSIVE OR FREQUENT DAMAGE.
- 3. EMPLOYEES WILL NOT INSTALL OR HAVE INSTALLED ANY ITEMS OR EQUIPMENT IN BOARD-OWNED VEHICLES.
- 4. EMPLOYEES ARE RESPONSIBLE FOR DELIVERING THE VEHICLE FOR SERVICING, IN ACCORDANCE WITH A SCHEDULE ESTABLISHED BY THE OFFICE OF TRANSPORTATION.

5. DRIVERS OF BOARD-OWNED VEHICLES MUST HAVE A VALID DRIVER'S LICENSE FOR THE CLASS OF VEHICLE ASSIGNED.
6. A DRIVER OF A BOARD OWNED VEHICLE INVOLVED IN AN ACCIDENT MUST IMMEDIATELY CONTACT THE POLICE AND THE BCPS OFFICE OF TRANSPORTATION.
7. USE OF TOBACCO PRODUCTS ARE NOT PERMITTED IN BCPS VEHICLES.
8. DRIVERS WILL COMPLY WITH ALL MOTOR VEHICLE OPERATING AND PARKING LAWS. POSTED SPEED LIMITS WILL NOT BE EXCEEDED, NOR IS A VEHICLE TO BE OPERATED ABOVE SAFE DRIVING SPEEDS FOR ROAD CONDITIONS. ANY FINES OR FEES FOR VIOLATIONS WILL BE THE RESPONSIBILITY OF THE DRIVER.
9. BOARD-OWNED VEHICLES MAY NOT BE USED FOR PERSONAL BUSINESS, EXCEPT FOR INCIDENTAL USES DURING THE BUSINESS DAY. IF AN EMERGENCY REQUIRES THE USE OF A VEHICLE FOR PERSONAL REASONS, THE EMPLOYEE MUST SEEK APPROVAL FROM HIS/HER IMMEDIATE SUPERVISOR.
10. THE SCHOOL SYSTEM WILL COMPLY WITH ALL IRS REGULATIONS PERTAINING TO EMPLOYEE USE OF BOARD-OWNED VEHICLES.

C. TRAINING

1. EACH EMPLOYEE ASSIGNED A BOARD-OWNED VEHICLE IS REQUIRED TO ATTEND A DEFENSIVE DRIVING COURSE, OVERSEEN BY THE OFFICE OF RISK MANAGEMENT, WITHIN SIX (6) MONTHS AFTER BEING ASSIGNED A BOARD-OWNED VEHICLE AND ATTEND A REFRESHER COURSE EVERY 5 YEARS THEREAFTER.
2. IT IS THE RESPONSIBILITY OF THE OFFICE OF RISK MANAGEMENT TO NOTIFY EMPLOYEES WHO ARE ASSIGNED BOARD-OWNED VEHICLES WHEN THEY MUST ATTEND A REFRESHER COURSE.

III. VIOLATIONS

- A. THERE SHALL BE NO EXCEPTION TO THIS RULE UNLESS IN THE CASE OF AN UNFORSEEN BONA FIDE EMERGENCY OR AUTHORIZED BY THE SUPERINTENDENT.

- B. IF THE SUPERINTENDENT OR HIS/HER DISIGNEE, UPON INVESTIGATION, HAS ESTABLISHED THAT AN EMPLOYEE HAS VIOLATED THIS RULE, THE SUPERINTENDENT OR DESIGNEE MAY INVOKE ONE OR MORE OF THE FOLLOWING:
 - 1. LOSS OF USE OF VEHICLE ON A TEMPORARY BASIS;
 - 2. LOSS OF USE OF VEHICLE ON A PERMANENT BASIS;
 - 3. ASSESSMENT OF CHARGES FOR USE DEEMED INAPPROPRIATE;
 - 4. DISCIPLINARY ACTION.
- C. ANY EMPLOYEE WHO OPERATES A BOARD-OWNED VEHICLE WHO IS CONVICTED OF AN ALCOHOL OR CONTROLLED SUBSTANCE RELATED OFFENSE WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

RELATED POLICIES: BOARD OF EDUCATION POLICY 4001, *DRUG-FREE WORKPLACE*

RULE
APPROVED: _____

SUPERINTENDENT OF SCHOOLS